



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

MAY 13 2010

COMPTROLLER'S MEMORANDUM 2010-19

TO: Heads of Departments and Agencies
ATTN: Administrative and Fiscal Offices
SUBJECT: Changes to FAMIS Year End Closing Deadlines

This memorandum supersedes Comptroller's Special Distribution Memorandum No. 1985-8 on FAMIS year end closing deadlines. Furlough days and reduced resources have negatively impacted our ability to close the year end and issue financial reports on time. The new submission deadlines will allow us to close the fiscal year on time and permit for more timely reporting to departments.

The following documents **must be received by the Accounting Division by 4:30 p.m.** on the following dates: **Documents received after the deadlines will be returned**

June 30, 2010

Contract Input (C-41)

July 8, 2010

Summary Warrant Voucher
(C-08, MBP461/462)

July 9, 2010

Journal Voucher (A-27)

July 9, 2010 (continued)

Universal Input (A-28)
Treasury Deposit Receipt (B-13)
Allotment Advice (A-15)
Request for Allotment (A-19)

July 12, 2010

Encumbrance Advice (C-06)

Submit all Encumbrance Advice (C-06) (printed on pink paper) as follows:

- Original
- First copy with supporting documents
- Second copy will be returned to the department after it is processed

If you have a numeric field of zero "0" on your Encumbrance Advice Number, please draw a slash through the "0" to indicate that it is a numeric field and not the alpha "O".

Departments and agencies may need to revise their internal year end closing cut-offs in order to comply with the new deadlines.

If you have any questions on this matter, please contact Wayne Horie of our Accounting Division at 586-0600.

A handwritten signature in black ink, reading "Russ K. Saito".
RUSS K. SAITO
State Comptroller